

**DRAFT  
MEETING MINUTES  
TECHNICAL/FREQUENCY MANAGEMENT WORK GROUP**

Wednesday, August 4, 2004

Meeting was held in the 1<sup>st</sup> Floor Conference Room, Department of Information Services, 1110 Jefferson Street SE, Olympia, Washington.

**Present:**

Members:

Alan Hull, Chairman, Department of Transportation  
Sgt. John McIntosh, Department of Fish & Wildlife  
Bob Schwent, Washington State Patrol  
Clark Palmer, Washington State Patrol  
Spencer Bahner, King County  
Don Miller, Emergency Management Division  
Jim Hall, Yakima OERA

Minutes:

Kim Stolz, Washington State Department of Transportation

Guests:

Fred Radovich, Motorola

**Introductions:**

Attendees were asked to briefly introduce themselves.

**Approval of Minutes:**

The meeting notes from 7/21/04 were reviewed and approved by all members present.

**Ratify Risk/Severity Matrix:**

Marc Johnson was not able to attend the meeting; pending until his return at the next scheduled meeting.

**Ratify Charter Assignments for Submission to the SAW Group:**

A few minor changes were suggested and agreed upon. The list of members will be added to the final version. It was approved and once changes are made, is ready for submission to the SAW Group.

**Final Approval on the Group Charter**

A few changes were agreed upon, and once made, is ready for submission to the SAW Group.

**Continued Discussion of Frequency Coordination Process:**

Dennis Hausman was not able to attend the meeting; pending until his return at the next scheduled meeting.

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**Overview Report Doc (McNeil Island) Partnership with the City of Tacoma**

Jose Zuniga was not able to attend the meeting; pending his return at the next scheduled meeting.

**“In A Perfect World.....” A Proposed Radio Communications Plan for Washington State**

Sgt. McIntosh’s report was reviewed during the special project meeting that was held in the DOT Facilities Conference Room on 7/28.

His report was broken down into the following sections:

- Technical Recommendations
- Structural/Budgetary Issues & Recommendations
- Governance Issues & Recommendations

Bob Schwent borrowed from Sgt. McIntosh’s report, and prepared a report on how he envisions the future of state communications systems. The title of his report is, “In An Imperfect World....” A Proposed Radio Communications Plan for Washington State.

Sgt. McIntosh will combine the ideas of both reports and prepare one document that will be presented during the August 17<sup>th</sup> special project working group meeting.

**SIEC involvement with products that are not licensed**

Dennis Hausman was not able to attend the meeting; pending his return at the next scheduled meeting.

**Radio Caches:**

Sgt. John McIntosh presented what was discussed and agreed upon during the special project meeting on 7/28:

It was agreed upon to recommend to the SAW Group that DIS, with a line item in their budget, should purchase the radios then transfer them to EMD for storage.

A frequency plan will need to be established in order to program the cache of radios.

The type of radio to be purchased would need to meet the following criteria:

- P25 capable
- Narrowband
- Battery operated

Each member will present a proposed list of locations to store the caches

It was agreed upon to proceed with what Sgt. McIntosh had presented.

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**License 5 interoperability VHF channel pairs:**

Applications have been filed to presently license 8,000 mobiles. It was agreed to recommend to the SAW Group that EMD license frequencies statewide. SIEC will need to approve this project.

**Gantt Chart**

The Gantt Chart was reviewed during the special project work group meeting on 7/28. Changes were made and Alan met with Dennis and they made the necessary revisions. The newest version was handed out during this meeting. The Gantt Chart is ready to pass to the SAW Group.

**CQ's**

Alan modified the Electronics Design Engineer and Electronics Engineer Manager CQ's. Minor changes were made. He will be submitting to the SAW Group as the latest draft. A final draft will be reviewed at the next special project meeting on 8/17/04.

Next scheduled meeting will be held on Wednesday, August 18, 2004 from 10:00 am – 12:00 pm. Location of the meeting is at 1110 Jefferson Street SE, Olympia, WA.